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Civil Engineering

UNIT ENVIRONMENTAL COORDINATOR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-70, *Environmental Quality*, for Dover Air Force Base by providing guidance on establishing and standardizing an environmental quality program and environmental management procedures. Dover Air Force Base is committed to: cleaning up environmental damage resulting from past activities, meeting all environmental standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; and eliminating pollution from its activities wherever possible. This base instruction establishes responsibilities and procedures for managing and coordinating environmental unit infrastructure on Dover Air Force Base and is applicable to organizations under the 436th and 512th Airlift Wing.

The Dover Air Force Base Environmental Protection Committee (EPC) has directed the 436th Civil Engineer Squadron Environmental Flight (436 CES/CEV) to set up the procedures that Dover AFB must follow in order to maintain an environmentally sound installation. 436 CES/CEV determined that the key issue to maintaining an environmentally sound installation was eliminating non-compliance with federal, state and local environmental requirements. After reviewing several years of Environmental Compliance Assessment and Management Program (ECAMP) reports, the EPC determined the root cause of non-compliance was attributable to a lack of manpower, lack of following established procedures, lack of communication among base organizations, lack of ensuring accountability and lack of training.

To address the root causes of non-compliance, the Environmental Flight determined that DAFB should establish a Unit Environmental Coordinator (UEC) infrastructure. 436 CES/CEV will determine the organization, procedures and responsibilities of the UEC. This publication can be supplemented at the group level.

1. Associate Wings, Wing Staff, and Tenant Organizations Responsibilities.

- 1.1. Ensures the respective units comply with all federal, state, and local regulatory laws, and DOD, Air Force, Air Mobility Command, and base environmental policies.

1.2. At the discretion of the commander, appoint a UEC. Send an appointment letter to 436 CES/CEV.

1.2.1. The 512 AW may appoint a single UEC for the purposes of this regulation.

1.3. Provides direct access for UECs to Wing, Wing Staff, and tenant organization commanders.

1.4. For civilian personnel, place an addendum into the UEC's position description. [Attachment 2](#) has a suggested addendum for use.

1.5. Directs subordinate commanders to assign members to appropriate working groups as requested by the Environmental Protection Committee (EPC) chairperson.

1.6. Ensures that each environmental coordinator has the minimum training required as outlined in [Attachment 3](#).

1.7. Ensures that all environmental matters are addressed to 436 AW/JA for a review of potential legal issues.

2. Group Commander Responsibilities.

2.1. Ensures the respective group complies with all federal, state, and local regulations and laws and DOD, Air Force, Air Mobility Command and base environmental policies.

2.2. Appoints a group UEC. Send an appointment letter through the 436th Group Commander to the 436 CES/CEV office.

2.3. Provides direct access for group UECs to group commander's office.

2.4. For civilian personnel, place an addendum into the group UEC's position description. [Attachment 2](#) has a suggested addendum for use.

2.5. Directs squadron commanders to assign members to appropriate working groups as requested by the EPC chairperson.

2.6. Ensures that each group coordinator has the minimum training required as outlined in [Attachment 3](#).

2.7. Ensures that all environmental matters are addressed to 436 AW/JA for a review of potential legal issues.

3. Group Environmental Coordinator Responsibilities.

3.1. Represents their group in all environmental matters.

3.2. Ensures environmental matters pertaining to each respective group are forwarded to the appropriate office in a timely manner.

3.3. Ensures that environmental matters are addressed to 436 AW/JA for review of potential legal issues.

3.4. Ensures that all environmental training requirements for their respective group are identified to 436 CES/CEV.

3.5. Ensures all environmental requirements of each respective group are documented, appropriate paperwork completed, and submitted for funding. (see paragraph [6](#). for funding procedures).

- 3.6. Provides updates directly to their respective group commander on a recurring basis, but no less than once per quarter before the wing EPC meetings.
- 3.7. Attends all EPC meetings with their respective group commander.
- 3.8. Represents their respective group at all EPC sub-committee meetings.
- 3.9. Makes recommendations to the group commander on the membership of environmental working groups.
- 3.10. Identifies area of concern to the group commanders, environmental office and environmental subcommittees.
- 3.11. Maintains a list of UECs for each squadron within their respective group.
- 3.12. Reports the status of open ECAMP findings to each respective group commander.
- 3.13. Maintains a master copy of ECAMP checklists and appropriate reference materials.
- 3.14. Ensures any changes in policies and procedures are disseminated to appropriate level.
- 3.15. Acts as liaison for their respective group with 436 CES/CEV.

4. Squadron Commander Responsibilities.

- 4.1. Ensures the respective squadron complies with all federal, state regulations and laws and DOD, Air Force and Air Mobility Command and base environmental policies.
- 4.2. Appoints a squadron UEC, with consultation of the group UEC if necessary. Send an appointment letter through each respective group commander to the 436 CES/CEV office.
 - 4.2.1. Ensures that all environmental matters are addressed to 436 AW/JA for a review of potential legal issues.
- 4.3. Provides direct access for squadron UECs to squadron commander's office.
- 4.4. Assigns squadron members to environmental working groups as directed by the group commander.
- 4.5. For civilian personnel, place an addendum into the Squadron UECs position description. **Attachment 2** has a suggested addendum for use.

5. Responsibilities of Squadron Environmental Coordinator.

- 5.1. Represents each respective squadron in all environmental matters.
- 5.2. Ensures environmental matters pertaining to each respective squadron are forwarded to the appropriate office in a timely manner.
 - 5.2.1. Ensures that all environmental matters are addressed to 436 AW/JA for a review of potential legal issues.
- 5.3. Ensures that all environmental training requirements within each respective squadron are identified.
- 5.4. Ensures all environmental requirements of each respective squadron are documented, appropriate paperwork completed and submitted for funding (see paragraph **6.** for Funding Procedures).

- 5.5. Makes recommendations to each respective squadron commander on the membership of environmental working groups.
- 5.6. Identifies areas of concern to the squadron commander, group coordinator, and/or environmental office.
- 5.7. Reports the status of open ECAMP findings to their respective squadron commander and group coordinator.
- 5.8. Maintains a copy of appropriate ECAMP checklist items that pertain to their respective squadron.
- 5.9. Acts as liaison, with the appropriate group coordinator, with 436 CES/CEV.

6. Environmental Flight (436 CES/CEV) Responsibilities.

- 6.1. Provides environmental guidance and policy to group and squadron UECs.
- 6.2. Provides a system to acquire environmental funds to remedy any situation that can't otherwise be corrected.
- 6.3. Provides training to base UECs when requested and validated.
- 6.4. Provides ECAMP checklists and supplements to group coordinators.
- 6.5. Ensures that all environmental matters are addressed to 436 AW/JA for a review of potential legal issues.

7. Funding.

7.1. Defining. The first step in the funding process is determining environmental requirements for each particular unit. The Air Force Instructions for environmental management gives broad guidelines on how the Air Force complies with environmental laws and regulations. Additionally, the Environmental Protection Agency (EPA), the Delaware Department of Natural Resources and Environmental Controls (DNREC) and other agencies provide rules and guidelines for conducting activities in an environmentally sound manner. The Air Force has put all of these requirements into checklists that form the basis for the ECAMP. Review of these checklists with respect to operations in each squadron should give an initial starting point for defining requirements. Additionally, as the awareness of the installation increases, further technical training can help in assuring all requirements that are needed to comply with the appropriate laws are defined.

7.2. Validation. The Air Force has determined that anything that is currently not in compliance or will go out of compliance in the next year will be funded in the current year budget to ensure that all compliance issues are accomplished. In addition to compliance funding, there is conservation funding and pollution prevention funding. Air Force Instruction 32-7001, *Environmental Budgeting*, covers the Air Force policy on each funding source and the associated valid requirements.

7.2.1. Submitting Validation Requests to 436 CES/CEV. **Attachment 4** shows the necessary information that should be provided to 436 CES/CEV to validate a funds request. A memorandum with the information is essential to ensure proper accounting of environmental funds. Each memorandum should have the necessary information, necessary forms attached, appropriate coordinator signature and the appropriate commander's approval, before being forwarded to 436 CES/CEV. In addition, squadrons/tenant units are permitted to use their funds to make purchases of environmental supplies or equipment with 436 CES/CEV approval.

7.2.1.1. Equipment Purchases. An AF Form 2005, **Issue/Turn-in Request**, AF Form 601, **Equipment Action Request**, and DD Form 1348-6, **DOD Single Line Item Requisition System Document**, should be filled out for each item being requested over \$2,500.

7.2.1.2. Supply Purchases. An AF Form 2005 and DD Form 1348-6 should be filled out for each item requested over \$2,500.

7.2.1.3. Services. An AF Form 9, **Request for Purchase**, should be filled out for each service requested over \$2,500.

7.2.1.4. Construction. An AF Form 332, **Base Civil Engineer Work Request**, should be filled out for each project/job requested.

7.2.1.5. Turn-in of Equipment/Supplies. This item does not currently apply. The only item that is turned in at this time is hazardous waste and this is funded through 436 CES/CEV. In the future this may change. A DD Form 1348-1A, **Issue Release/Receipt Document**, should be filled out for each item.

7.2.1.6. Training. Provide brochure describing desired training.

7.2.1.7. TDYs. Attach a copy of a brochure/letter that describes the seminar, training course, benchmark candidate or symposium that the individuals are interested in attending.

7.2.2. 436 CES/CEV Validation. Once all of the appropriate forms are accomplished, 436 CES/CEV, through guidance documents and Air Force Policy memorandums, determines if the requirement is valid.

7.3. Approval. The ultimate approval authority for all environmental requirements is the EPC. Once 436 CES/CEV has validated the requirement, the EPC or appropriate sub-committee will approve the funding for the requirement.

7.4. Accountable Equipment. Due to the constraints of the budget system, there will be no transfer of funds across PECs to allow individual units to purchase equipment through their unit equipment accounts. PECs 41853, 41854, and 41856 will remain under 436 CES/CEV control. The approved DD Form 1348-6 will reflect CEV organizational codes and each unit will transfer the purchased equipment to their unit accounts once the equipment has arrived on base.

7.5. Future Programming Efforts. The future of environmental funding is uncertain. A large part of the Air Force feels that the money for environmental issues should be programmed and funded at the base level through the O&M program. In light of this, each group and squadron must keep their respective resource managers aware of funding requirements. Submission of the environmental funding request information at [Attachment 4](#) should allow a historical tracking of environmental costs for each organization.

SCOTT E. WUESTHOFF, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

DNREC—Delaware Department Natural Resources and Environmental Control

ECAMP—Environmental Compliance Assessment and Management Program

EPC—Environmental Protection Committee

PEC—Program Element Code

POC—Point of Contact

RCRA—Resources Conservation and Recovery Act

Terms

Environmental Compliance Assessment and Management Program (ECAMP)—An audit program used by the Air Force to assess the compliance status of an installation.

EPC—The main body of the base that is responsible for the oversight of the installation environmental program. Representation is each group commander, commanders/managers of major tenant organizations, and technical representatives.

EPC Chairman—The 436 AW/CC or the 436 AW/CV will be the EPC Chairman.

EPC Sub-Committee—Committees that report to the EPC on Pollution Prevention, Compliance, Environmental Planning, Technical Review, and Training and Emergency Response.

Environmental Working Groups—Working groups that report to the EPC and its sub-committee on specific issues relating to environmental management.

Group Environmental Coordinator—The person who represents the 436 OPS/CC, 436 LG/CC, 436 MSG/CC, or the 436 MG/CC on environmental issues.

Squadron Unit Environmental Coordinators—Squadron representative for environmental issues.

Attachment 2**POSITION DESCRIPTION ADDENDUM FOR CIVILIAN ENVIRONMENTAL COORDINATORS**

Addendum for Position No. _____

Unit Environmental Coordinator

Serves as Unit Environmental Coordinator when required, for the group/squadron to provide a focal point for problems/issues in each unit that need to be corrected/addressed to the Environmental Protection Committee (EPC) and its various sub-committee. Attends all environmental meetings i.e., EPC, Pollution Prevention, Compliance, Planning, and Emergency Response subcommittees, and working groups (where appropriate). Ensures information flows smoothly to all levels in the chain of command. Ensures environmental tasks are distributed in an expeditious manner and information is compiled for respective organizations. Ensures environmental needs of organization are documented and budgeted accordingly. Ensures coordinators at every level are enrolled in any and all training available on environmental subjects. Identifies problem areas such as lack of manpower because of increasing responsibility of environmental issues. Obtains/maintains a listing of POCs in each organization and sends forward to next level. Ensures any changes in policy and procedures are disseminated to all levels in the organization. Maintains Environmental Compliance Assessment Management Program protocols and appropriate references.

SKILL CODE: 20 percent AAX Environmental Protection Assistant

Attachment 3**REQUIRED TRAINING FOR GROUP ENVIRONMENTAL COORDINATORS**

Hazardous Waste Management Class – A 40 hour course that provides for the basic understanding of all environmental rules as they apply to hazardous waste generation. The course covers the Resources Conservation and Recovery Act (RCRA) rules, Department of Transportation (DOT) rules, the Clean Air Act and Clean Water Act as they apply to hazardous waste, and various other federal regulations. This class is taught here at Dover AFB through satellite training.

Environmental Compliance and Assessment Management Program (ECAMP) – A 24 to 48 hour course that teaches each student the procedures for conducting and ECAMP audit. The training will cover 13 protocol areas, interviewing skills and report writing. The class is taught either through the Air Force Institute of Technology's tele-video network or by qualified base personnel.

Hazardous Communication Training (HAZCOM) – An eight-hour class on how to correctly handle hazardous materials and work in a hazardous environment. Base instructors teach the class here at Dover AFB. Mandatory for all base personnel that handle hazardous materials.

Hazardous Materials Awareness Training – A 16-hour class that provides students with the basic understanding of working with hazardous materials. It covers emergency response and disaster preparedness. Base instructors teach the class here at Dover AFB. Also recommended for squadron and lower level unit environmental coordinators.

Pollution Prevention Training – An eight-hour course that gives the student the basics in pollution prevention techniques. Provides an understanding of best management practices that can prevent pollution from occurring. The class is provided here at Dover AFB by satellite training at the Education Office.

Attachment 4

ENVIRONMENTAL FUNDING REQUEST REQUIRED INFORMATION

When requesting environmental funds please include the following information in letter format:

Request Date

Required/Need Date

Project Title

Name, Phone Number, Organization, and Unit Address of Requesting Individual/Equipment Custodian
(if Applicable)

Name, Phone Number, Organization, and Unit Address of Individual who can Answer Technical
Questions

Policy/Law and Date of Violation or Date of Violation Without Requirement

Description of Requirement

Justification

Unit Coordinator's Signature

Unit Commander's Approval